

# OUS APPLICATION TIMELINE –ECUADOR- PUCE- SPRING SEMESTER- UO Students

**YOU MUST COMPLETE THE FOLLOWING BY THE DEADLINES NOTED!**  
**CLICK ON ALL LINKS FOR COMPLETE INSTRUCTIONS!**

### OUS IP OFFICE ADDRESS:

**OUS International Programs (Ecuador), Snell 444, Oregon State University, Corvallis, OR 97331**

✓	DEADLINE (not a postmark date)	ESTIMATED PREPARATION TIME	FORMS & DOCUMENTS TO BE COMPLETED	SUBMIT TO
	<b>NOW</b>	3 to 4 weeks	<b>APPLY FOR OR RENEW YOUR PASSPORT</b> <ul style="list-style-type: none"> <li><a href="#">Instructions</a></li> </ul> Normally, passport application takes several weeks. Since we need your passport sooner than that, you must EXPEDITE your passport application. See instructions above for details.	PASSPORT PROCESSING AGENCY (see instructions)
	<b>November 1</b>	>1 day	<b>E- COPY of PUCE <i>FORMULARIO</i> for PUCE PRE-REGISTRATION</b> <ul style="list-style-type: none"> <li><a href="#">Instructions</a></li> </ul>	<b>OUS IP OFFICE VIA EMAIL</b>
	<b>November 1</b>	10 minutes!	<b>COMPLETE RSVP SURVEY FOR ORIENTATION</b> <ul style="list-style-type: none"> <li><a href="#">Instructions</a></li> </ul>	ONLINE
	<b>November 1</b>	>1 day	<b>READ OVERVIEW of VISA PROCESS</b> <ul style="list-style-type: none"> <li><a href="#">Instructions</a></li> </ul>	ONLINE
	<b>November 1 - 5</b>	2 weeks to 1 month	<b>SCHEDULE APPOINTMENTS for HIV test and subsequent medical exam required for VISA (due Nov 25)</b>  <b>NOTARIZED HEALTH CERTIFICATE and COPY of HIV TEST for VISA</b> <ul style="list-style-type: none"> <li><a href="#">Instructions</a></li> <li><a href="#">Sample</a></li> <li><a href="#">Template</a></li> </ul>	<b>OUS IP OFFICE</b>
	<b>November 1 - 15</b>	1 day to 1 week	<b>Request NOTARIZED POLICE BACKGROUND CHECK For Visa( due November 25)</b> <ul style="list-style-type: none"> <li><a href="#">Instructions</a></li> <li><a href="#">Sample</a></li> </ul>	<b>OUS IP OFFICE</b>
	<b>November 1 - 15</b>	2 weeks	<b>SCHEDULE LANGUAGE EVALUATION (due Nov 30)</b> <ul style="list-style-type: none"> <li><a href="#">Instructions</a></li> <li><a href="#">Form</a> (give to language instructor)</li> </ul>	<b>OUS IP OFFICE</b>

✓	DEADLINE (not a postmark date)	ESTIMATED PREPARATION TIME	FORMS & DOCUMENTS TO BE COMPLETED	SUBMIT TO
	<b>November 1 - 15</b>	2 weeks	SCHEDULE MEETING WITH ACADEMIC ADVISOR TO COMPLETE OUS ACADEMIC ADVISING FORM (signed by advisor and due November 30) <ul style="list-style-type: none"> <li>• <a href="#">Instructions</a></li> <li>• <a href="#">Form</a></li> </ul>	<b>OUS IP OFFICE</b>
	<b>November 5</b>	>1 day	OUS HEALTH DISCLOSURE FORM <ul style="list-style-type: none"> <li>• <a href="#">Form</a></li> </ul> (NOTE: Please turn the Health Disclosure form into your <i>home campus</i> study abroad office for forwarding to OUS)	<b>HOME CAMPUS STUDY ABROAD OFFICE</b>
	<b>November 5</b>	>1 day	OUS PAPERWORK <ul style="list-style-type: none"> <li>○ Release of Risk: <a href="#">Form</a></li> <li>○ Permission to Use Photos: <a href="#">Form</a></li> <li>○ Advisory on Safety and Security: <a href="#">Form</a></li> <li>○ Billing and Vacation Address: <a href="#">Form</a></li> </ul>	<b>OUS IP OFFICE</b>
	<b>November 5</b>	>1 day	2 PHOTOCOPIES OF PASSPORT	<b>OUS IP OFFICE</b>
	<b>November 5</b>	>1 day	OFFICIAL PASSPORT PHOTOS <ul style="list-style-type: none"> <li>• <a href="#">Instructions</a></li> </ul>	<b>OUS IP OFFICE</b>
	<b>November 5</b>	>1 day	HOMESTAY QUESTIONNAIRE <ul style="list-style-type: none"> <li>• <a href="#">Form</a></li> </ul>	<b>OUS IP OFFICE</b>
	<b>November 5</b>	>1 day	ORIGINAL, signed PUCE FORMULARIO due (see above)	<b>OUS IP OFFICE</b>
	<b>November 14</b>	1 day	ATTEND OUS PRE-DEPARTURE ORIENTATION <b>Mandatory for all participants</b>	University of Oregon Campus
	<b>November 14</b>	>1 day	\$200 PROGRAM DEPOSIT (non-refundable) To be collected at Orientation <ul style="list-style-type: none"> <li>• <a href="#">Instructions</a></li> </ul>	<b>Orientation Facilitator</b>
	<b>November 14</b>	>1 day	PASSPORT To be collected from you at Orientation	<b>Orientation Facilitator</b>
	<b>November 14</b>	>1 day	PAYMENT AGREEMENT To be distributed at the Orientation. Signed form due November 30	<b>OUS IP OFFICE</b>
	<b>November 14</b>	>1 day	DRAFT of VISA SOLICITUD (for proofing) <ul style="list-style-type: none"> <li>• <a href="#">Instructions</a></li> <li>• <a href="#">Sample</a></li> <li>• <a href="#">Form</a></li> </ul>	<b>OUS IP OFFICE VIA EMAIL</b>

✓	DEADLINE (not a postmark date)	ESTIMATED PREPARATION TIME	FORMS & DOCUMENTS TO BE COMPLETED	SUBMIT TO
	<b>November 14</b>	>1 day	DRAFT of VISA <i>CERTIFICADO</i> (for proofing) <ul style="list-style-type: none"> <li>• <a href="#">Instructions</a></li> <li>• <a href="#">Sample</a></li> <li>• <a href="#">Form</a></li> </ul>	<b>OUS IP OFFICE VIA EMAIL</b>
	<b>TBA</b>	>1 day	PURCHASE PLANE TICKET - <b>Do not purchase until official arrival dates have been announced and posted!</b> <ul style="list-style-type: none"> <li>• <a href="#">Instructions</a></li> </ul>	
	<b>November 25</b>	>1 day	VISA FEE <ul style="list-style-type: none"> <li>• <a href="#">Instructions</a></li> </ul>	<b>OUS IP OFFICE</b>
	<b>November 25</b>	>1 day	FINAL VISA <i>CERTIFICADO</i> and <i>SOLICITUD</i> Due (see above)	<b>OUS IP OFFICE</b>
	<b>November 25</b>	2 weeks to 1month	NOTARIZED HEALTH CERTIFICATE and COPY of HIV TEST Due (see page 2)	<b>OUS IP OFFICE</b>
	<b>November 25</b>	1 day to 1 week	NOTARIZED POLICE BACKGROUND CHECK Due (see page 2)	<b>OUS IP OFFICE</b>
	<b>November 30</b>	>1 day	SIGNED PAYMENT AGREEMENT Due (see page 2)	<b>OUS IP OFFICE</b>
	<b>November 30</b>	>1 day	SCHOLARSHIP EXPLANATION AND AGREEMENT FORM <ul style="list-style-type: none"> <li>• <a href="#">Form</a></li> </ul>	<b>OUS IP OFFICE</b>
	<b>November 30</b>	2 weeks	ACADEMIC ADVISING FORM (s) Due (see page 1)	<b>OUS IP OFFICE</b>
	<b>November 30</b>	2 weeks	LAGUAGE EVALUATION Due (see page 1)	<b>OUS IP OFFICE</b>
	<b>November 30</b>	>1 day	COPY of FLIGHT ITINERARY	<b>OUS IP OFFICE</b>
	<b>December 1 - 31</b>	2 – 3 weeks	VISA APPLICATION in process at Consulate, RECEIPT of VISA <a href="#">Monitor email for notices of progress and estimate of delivery via Fed Ex</a>	<b>OUS IP OFFICE</b>

✓	DEADLINE (not a postmark date)	ESTIMATED PREPARATION TIME	FORMS & DOCUMENTS TO BE COMPLETED	SUBMIT TO
	<b>Mid December</b>	Varies	<b>HOST FAMILY Placements Announced</b> Monitor email for notice	
	<b>Mid December</b>	Varies	<b>WELLS FARGO INSURANCE ENROLLMENT</b> Monitor email for notices from OUS and Wells Fargo	
	<b>December 31</b>	Varies by Campus	<b>UNOFFICIAL TRANSCRIPT</b> showing fall term grades	<b>OUS IP OFFICE</b>
	<b>January 15</b> <b>TENTATIVE</b>	1 <u>long</u> travel day	<b>ARRIVE IN ECUADOR!</b>	